



Write Source Online

Manual for Teachers and Administrators

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Version 3

June 2012

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1. Introducing *Write Source Online*

Write Source Online enables students to develop their writing skills and learn grammar using a fun set of tools and games. Students can share their work with their peers and comment on one another's work. They can build up a portfolio of their work and choose the items they want to share with their peers.

Students and teachers can personalize their *Write Source Online* environment in a variety of ways. Students can enjoy building their skills in writing, grammar, and communication.

Teachers can create assignments, provide samples, and moderate their students' activities. There is a suite of interactive whiteboard lessons, and a virtual file cabinet, where teachers can easily store and access their resources.

Administrators can register classes, teachers, and students. They can order products and allocate them to classes.

Administrators, teachers and students who use other HMH online products, such as *Journeys* for Grades K–5 (on *ThinkCentral*) and HMH Literature for Grades 6–12 (in *Holt McDougal Online*), can now access them from *Write Source*.

1.1 Features of *Write Source Online*

Write Source Online provides the following features:

- **Dashboard:** the point of access from the login screen, from which you can access all the features of *Write Source Online*.
- **Profile and Avatar:** allows students to create a customized personal profile, which they can share with others.
- **Bookshelf:** access to *Write Source* eBooks, with audio, for students and teachers.
- **Net-text:** a structured approach to teaching and learning writing skills.
- **GrammarSnap:** a fun, engaging, interactive set of grammar lessons, videos, practice activities, and quizzes.
- **Class Administration:** allows teachers to manage classes and resources.
- **Interactive Whiteboard Lessons:** allow teachers and students to interact with multi-media elements, resulting in a rich and engaging learning experience.
- **File Cabinet:** a comprehensive library of printable resources that you can customize into lesson packets for your students. Thousands of resources for each grade level are organized and indexed in the File Cabinet, and you can easily locate documents using a variety of search methods.
- **My Links:** approved external websites for reference and further support.

1.2 Using This Manual

This manual is designed for reading online or for printing. When you print it, for best results, print on both sides of the pages. The headers and page numbers are designed to appear on the outside margins.

If you prefer to read it online, it is easy to navigate if you use the Web Layout View and Document Map in Microsoft Word.

On the **View** tab, click **Web Layout** in the **Document Views** group, and select **Document Map** in the **Show/Hide** group.



Figure 1-1. Selecting Web Layout view and Document Map

2. Accessing *Write Source Online*

Write Source Online is designed for ease of use, whether you are signing into the system for the first time or returning to the system to continue your work throughout the year.

In this section, you will find out how to:

- Sign in as a new user
- Return to the system and sign in again
- Register for single sign-on access to all HMH product platforms

Depending on how your system administrator designed your school's registration process, the first time you sign in to the system you will either self-register or sign in and update a new account that has already been created for you.

2.1 Log on to New Account

1. Click the link provided for you in your new user email to navigate to the account details screen.
2. Confirm your name.
3. Confirm your email address.
4. Choose a password and type it.
5. Retype your password.
6. Click the link to read the **Terms and Conditions**, and then click **Close**.
7. Select the check box to accept the **Terms and Conditions**.
8. Read the **Privacy Policy** and then select the check box to accept it.
9. Read the **Copyright Statement** and then select the check box to accept it.
10. Click **Save**.

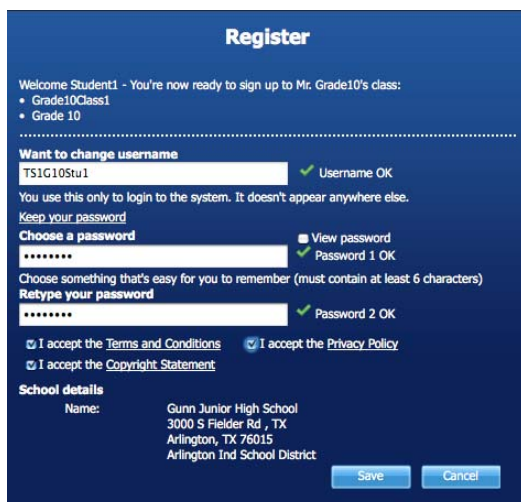


Figure 2-1. The Registration screen

2.2 Log on as Returning User

The *Write Source Online* system remembers your account details so that you can log on quickly each time you return to the system.

1. Navigate to the homepage.
2. Click **Login**.
3. Enter your username and password.
4. Click **Login**.

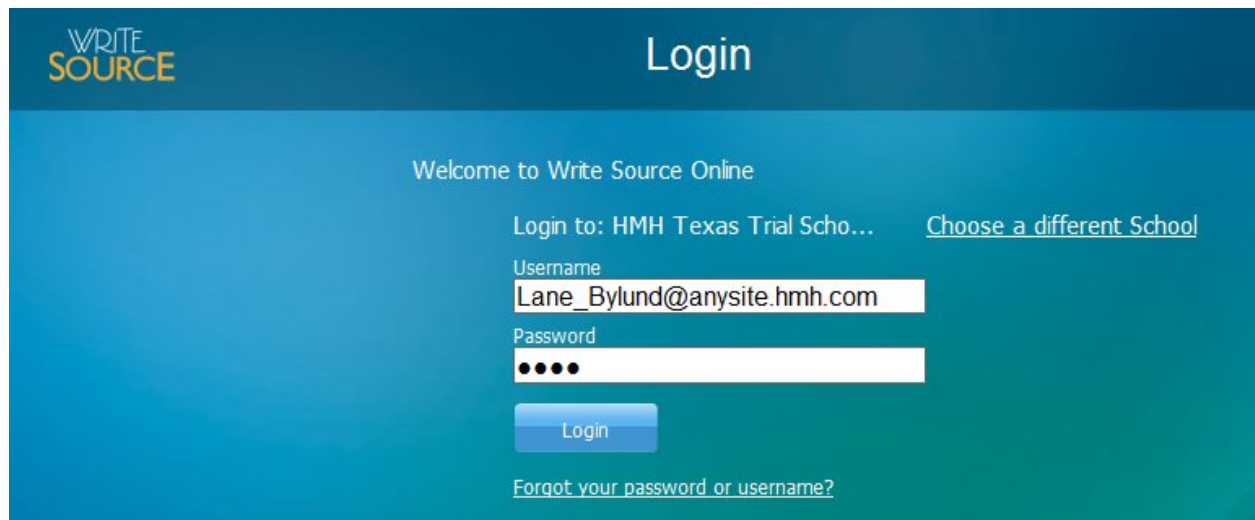


Figure 2-2. Login screen

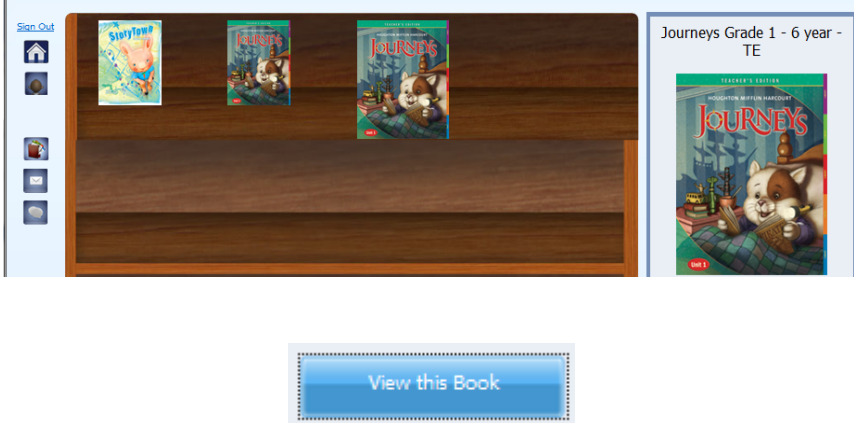
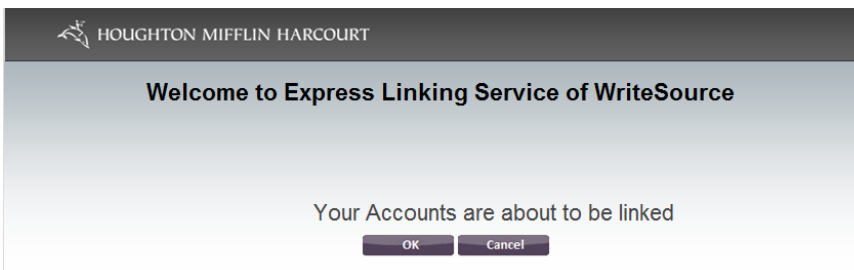
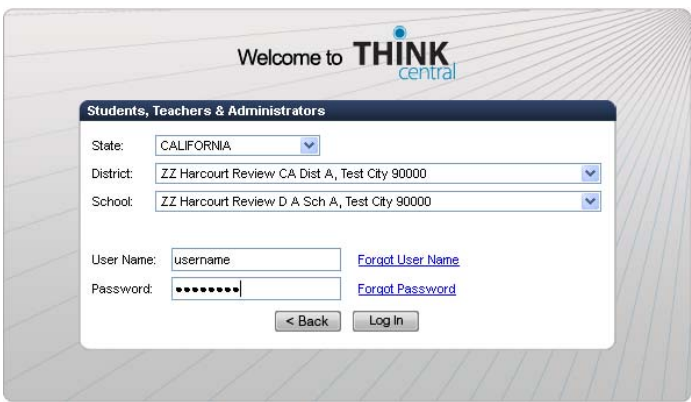
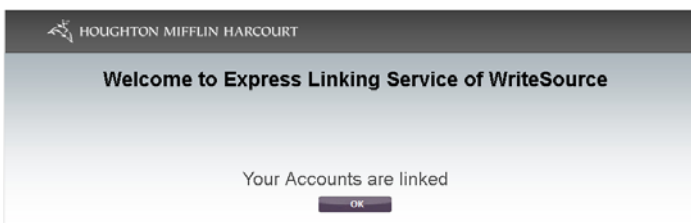
2.3 Establish Single Sign-On Connection

If you use other HMH online products, such as *Journeys* for Grades K–5 (on *ThinkCentral*) and HMH Literature for grades 6–12 (on *Holt McDougal Online*), you can access them from *Write Source* as a **single sign-on** user. Administrators must have already registered teachers and students for the other products.

2.3.1 Register as a single sign-on user

1. When you log on to *Write Source*, you see a row of available products at the bottom of the screen. Above the *Write Source* Bookshelf carousel, click **View All** to open the Bookshelf.



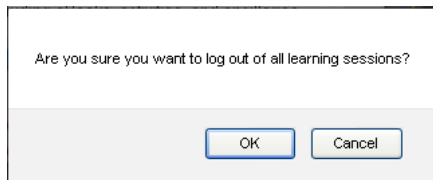
| | |
|---|--|
| <p>2. Roll over the image for a Holt McDougal Online or a ThinkCentral book on the <i>Write Source</i> Bookshelf, and information displays to the right side.</p> <p>3. Click the image of the product or click View this Book on the lower right.</p> |  |
| <p>4. A welcome screen opens, allowing you to link your <i>Write Source</i> account and other HMH accounts. Click OK.</p> |  |
| <p>5. When prompted, enter your previously created username and password for <i>ThinkCentral</i> or <i>Holt McDougal Online</i>.</p> |  |
| <p>6. On the account linking confirmation screen, click OK.</p> |  |

You are now logged onto your *ThinkCentral* or *Holt McDougal Online* account with your paired credentials, and you will have full functionality in those systems. In future sessions, you will not have to link your accounts again. You will automatically be logged into your *ThinkCentral* or *Holt McDougal Online* account after clicking a title from the Bookshelf.



Notes

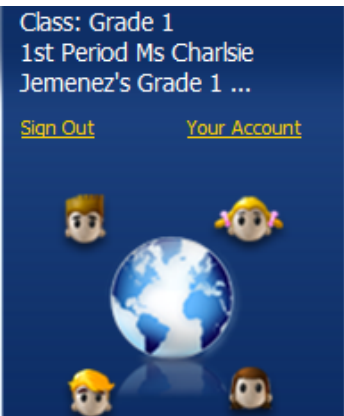

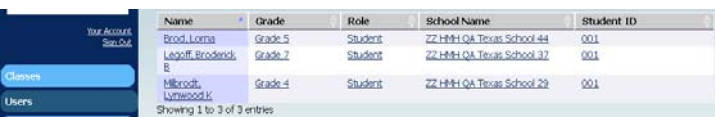
- If teachers or students change their password, this change does not break the single sign-on link among the different accounts.
- If teachers or students change their username, they must re-establish the single sign-on link using the updated username.
- Single sign-on linking goes one way: from *Write Source Online* to the other accounts. You cannot link from ThinkCentral, for instance, to *Write Source Online*.
- Single log-out means that logging out of Holt McDougal Online or ThinkCentral will also log you out of *Write Source Online*.

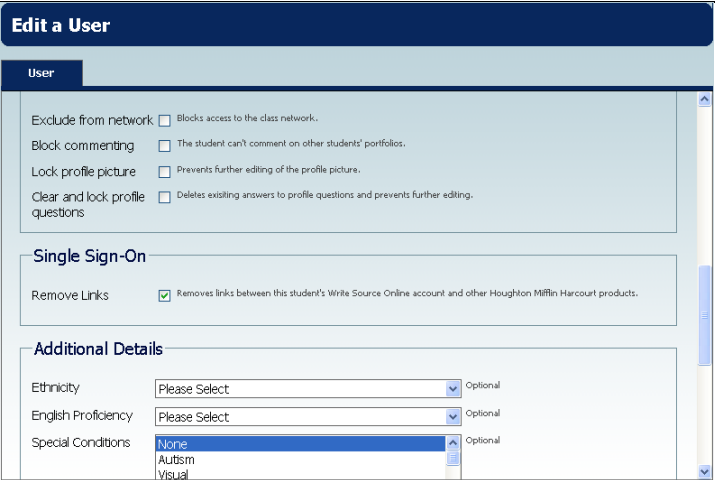
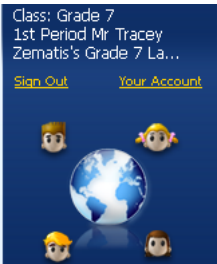

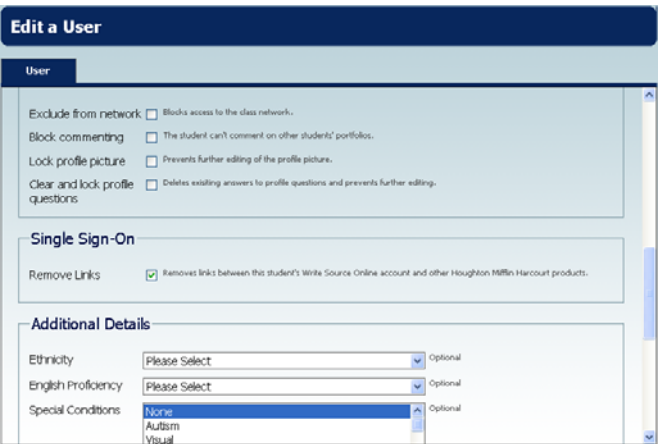
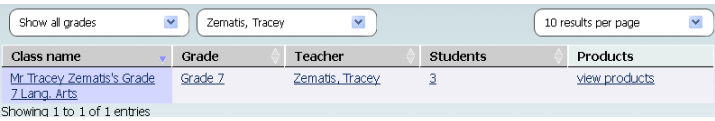


You can find information for registering for [ThinkCentral](#) and [Holt McDougal Online](#) on HMH's [Product Support](#) site.

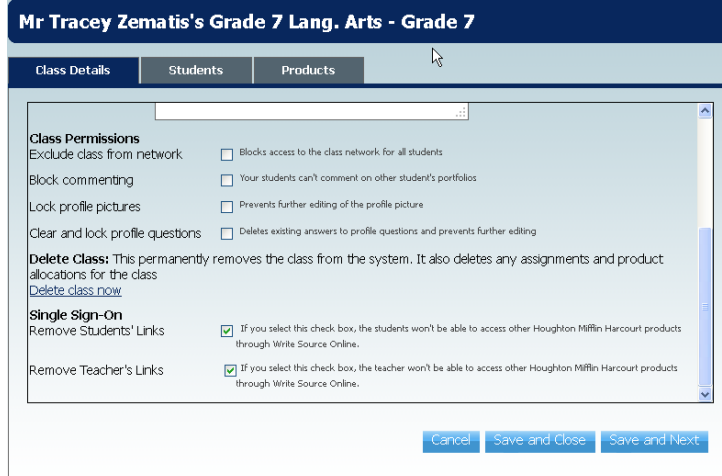
2.4 Account Management

Administrators and teachers can de-link accounts through the single sign-on system.

| | |
|---|--|
| <p>Teachers can de-link their own account from the single sign-on system in the Your Account screen.</p> |  |
| <p>1. Click the Remove Single-Sign On Link check box to de-link your account. The next time you access an HMOF or TCK eBook, you will have to re-link your accounts.</p> |  |
| <p>2. Administrators can de-link individual student accounts.</p> <p>Click the Users tab and select the student from the list.</p> <p>This opens the Edit a User screen.</p> <p>Click the check box next to Remove Links to de-link the student's account.</p> |  |

| | |
|--|--|
| |  |
| 3. Teachers can de-link individual student accounts. Click the My Class List View icon on the dashboard. |  |
| 4. Click the Edit link for the student whose account you wish to de-link. |  |
| 5. This opens the Edit a User window. Click the check box next to Remove Links to de-link the student's account. |  |
| <ul style="list-style-type: none"> Administrators and teachers can de-link whole class accounts. Click the Classes tab and select the class name from the list. |  |

- This opens the edit window. On the **Class Details** tab, click the check box next to **Remove Students' Links** and then click **Save** to de-link accounts for all students in the class.



Mr Tracey Zematis's Grade 7 Lang. Arts - Grade 7

Class Details | Students | Products

Class Permissions

Exclude class from network ☐ Blocks access to the class network for all students

Block commenting ☐ Your students can't comment on other student's portfolios

Lock profile pictures ☐ Prevents further editing of the profile picture

Clear and lock profile questions ☐ Deletes existing answers to profile questions and prevents further editing

Delete Class: This permanently removes the class from the system. It also deletes any assignments and product allocations for the class
[Delete class now](#)

Single Sign-On

Remove Students' Links ☒ If you select this check box, the students won't be able to access other Houghton Mifflin Harcourt products through Write Source Online.

Remove Teacher's Links ☒ If you select this check box, the teacher won't be able to access other Houghton Mifflin Harcourt products through Write Source Online.

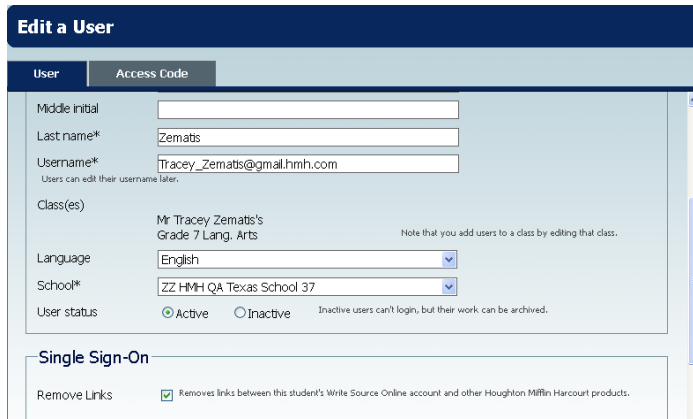
Cancel Save and Close Save and Next

- Administrators can de-link teacher accounts. Click the **Users** tab and select the teacher from the list.



| Name | Grade | Role | School Name | Student ID |
|---------------------|-------|---------|---------------------------|------------|
| Zematis, Tracey | None | Teacher | ZZ HMH QA Texas School 37 | None |
| Zematis, Tracey | None | Teacher | ZZ HMH QA Texas School 36 | None |
| Vincent, Ward Enrol | None | Teacher | ZZ HMH QA Texas School 29 | None |
| Stelmer, Raymond | None | Teacher | ZZ HMH QA Texas School 30 | None |

- This opens the **Edit a User** window for the teacher's account. On the **User** tab, click the check box next to **Remove Links** to de-link the teacher's account.



Edit a User

User | Access Code

Middle initial

Last name*

Username*
Users can edit their username later.

Class(es) Note that you add users to a class by editing that class.

Language

School*

User status ☒ Active ☐ Inactive Inactive users can't login, but their work can be archived.

Single Sign-On

Remove Links ☒ Removes links between this student's Write Source Online account and other Houghton Mifflin Harcourt products.

3. The Write Source Dashboard


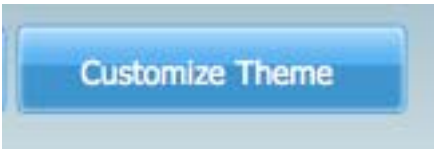

After logging on to *Write Source Online*, the dashboard is your first screen. Here you can access the tools and applications that compose *Write Source Online*. With customizable themes and colors and simple icon-based controls, the dashboard is designed to ensure that you can easily navigate the *Write Source Online* environment. The dashboard also provides a quick view of your active assignments to help you keep track of the activities of your students.


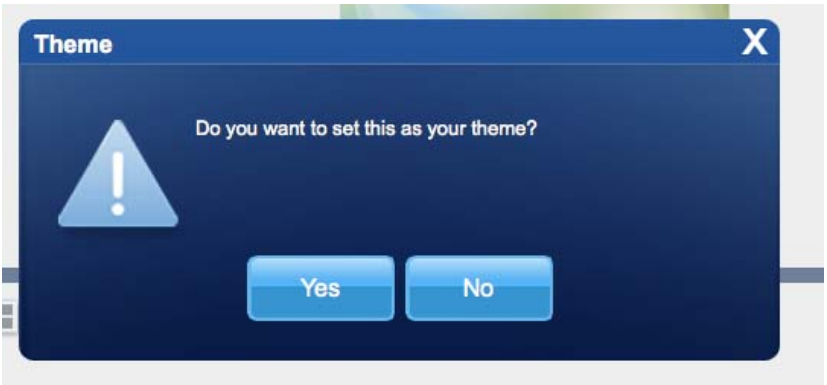
In this section, you will find out how to:

- Select a background color and theme for your dashboard.
- View your active assignments list and manage individual assignments.
- Access your profile and portfolio through your Avatar.
- View your class network to manage class interactions.
- Launch the *Write Source Online* applications and tools.
- Return to the dashboard from any other screen.

3.1 Choose Background Color and Theme

You can customize the appearance of your dashboard by choosing the background color and theme image that will display on your screen.

| | |
|---|--|
| 1. Click your Avatar to launch your Profile page. |  |
| 2. Click Customize Theme under your Avatar. |  |
| 3. Click the forward or backward arrow in the top section of the screen to browse the available themes. |  |

| | |
|---|--|
| 4. Click Set Theme to select the image that is showing as your theme. |  |
| 5. Click Yes to confirm that you do want to set the theme. |  |
| 6. Click the forward or backward arrow in the lower half of the screen to browse the available background colors. | |
| 7. Click Set Background to select the color that is showing as your background. | |
| 8. Click Yes to confirm that you do want to set the background. | |
| 9. Click the X in the upper right corner of the Themes and Backgrounds screen to return to the Profile page. | |
| 10. Click the dashboard icon in the upper left corner of the screen to return to the dashboard. | |

3.2 Launch Profile

You can launch the Profile screen from the dashboard, allowing you to customize your Avatar and the theme and background color of your dashboard. This screen also allows you to answer some personal questions to help build your Profile and to launch your online Portfolio.

On the dashboard, click your **Avatar** to launch your Profile. See the *Profile and Preferences* section of this User Guide for more information on using the Profile.

3.3 View Your Class

The Class Administration feature allows you to view and edit individual student permissions and view their Profiles and Avatars. You can also view and edit class details, define groups of students within the

class for differentiated instruction, and add students to the class. There are two ways of accessing Class Administration.

1. On the dashboard, click the **My Class** icon below the Avatar to launch the Class Administration screen, as shown in Figure 3-1.
2. Click **Manage Class** at the top of the Active Assignments list.

See the *Class Administration* section of this User Guide for more information on using the Class Administration feature.

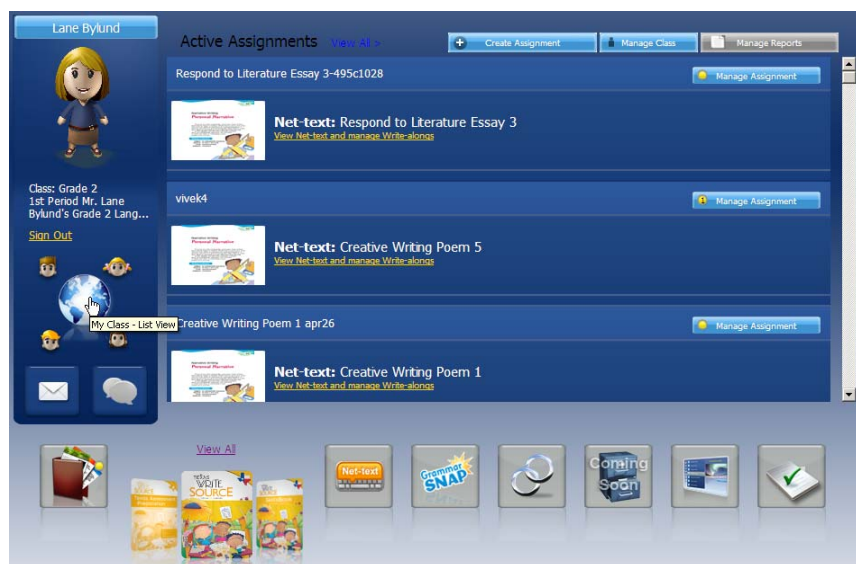


Figure 3-1. The My Class icon

3.4 View and Manage Active Assignments

The active assignments for your class are listed in the middle of your dashboard, allowing you to scroll through them quickly for a high-level view of what your students are working on. You can also launch the assignments, add sample essays, and monitor the progress of your students.

1. Use the vertical scroll bar in the **Active Assignments** list to view all open assignments for your class.
2. Click **Manage Assignment** next to an assignment name to view the student's progress on the assignment.
3. In the dashboard, click the **View Net-text and Manage Write-Alongs** link below an assignment to view the table of contents for that assignment.



Figure 3-2. Active Assignments list

3.5 Access Class Profile and Portfolio Moderation

The Class Profile and Portfolio Moderation feature allows you to enable or disable moderation on your students' peer review comments, and to review and respond to student comments.

On the dashboard, click the **Teacher Moderation** icon to launch the Class Profile and Portfolio Moderation screen, as shown in Figure 3-4.

See the *Class Administration* section of this User Guide for more information on using the Class Profile and Portfolio Moderation screen.



Figure 3-3. The Teacher Moderation icon

3.6 Launch Bookshelf

The Bookshelf provides access to the *Write Source Online* eBooks available to you for your class(es).

On the dashboard, click the **View All** link above the *Write Source* textbook icons to launch the Bookshelf, as shown in Figure 3-4.

See the *Bookshelf* section of this User Guide for more information on using the Bookshelf.



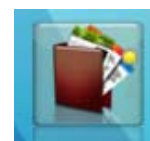
Figure 3-4. The View All link to the Bookshelf

3.7 Launch Portfolio

Your online Portfolio allows you to store and share sample essays with your students. You can launch your Portfolio not only from within the Profile screen, but also directly on the dashboard.

On the dashboard, click the **Portfolio** icon to launch your online Portfolio.

See the *Portfolio* section of this User Guide for more information on managing your Portfolio.



3.8 Launch Net-text

The dashboard enables you to launch Net-text directly and browse all the available activities. These interactive writing units can then become the basis of the assignments that you create for your class.

On the dashboard, click the **Net-text** icon to launch Net-text, as shown in Figure 3-5.

See the *Net-text* section of this User Guide for more information on using Net-text.

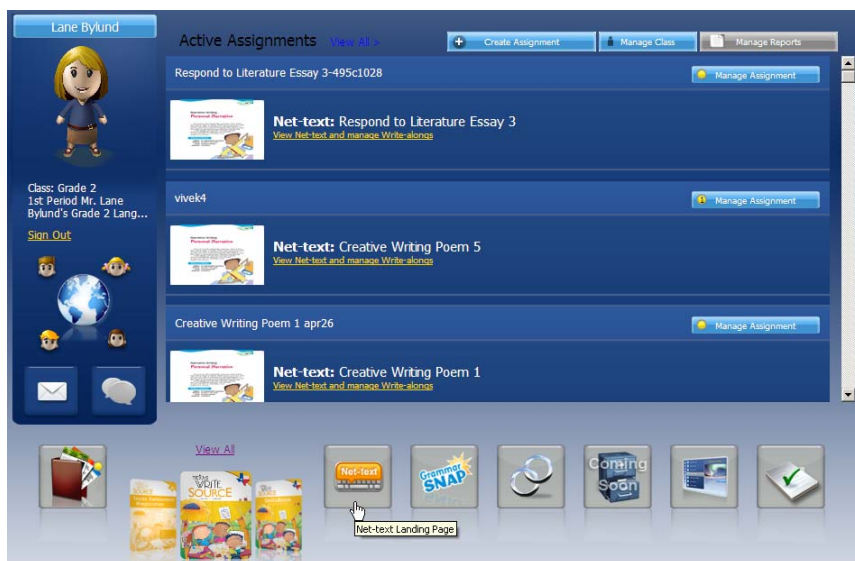


Figure 3-5. The Net-text icon

3.9 Launch GrammarSnap

You can launch GrammarSnap from the dashboard to explore the interactive grammar activities, which can be incorporated into your student assignments.

From the dashboard, click the **GrammarSnap** icon to launch GrammarSnap, as shown in Figure 3-6.

See the *GrammarSnap* section of this User Guide for more information on using GrammarSnap.



Figure 3-6. The GrammarSnap icon

3.10 Launch Links

You can launch a Links screen from the dashboard that provides you access to partnership sites and tools.

On the dashboard, click the **Links** icon to launch the Links screen, as shown in Figure 3-7.



Figure 3-7. The Links icon

3.11 Launch File Cabinet

The File Cabinet stores thousands of printable lesson resources, such as assessments, worksheets, and other tools that you can use to build lesson packets for your students. You can launch the File Cabinet directly from the dashboard.

On the dashboard, click the **File Cabinet** icon to launch the File Cabinet, as shown in Figure 3-8.

See the *File Cabinet* section of this User Guide for more information on using the File Cabinet.

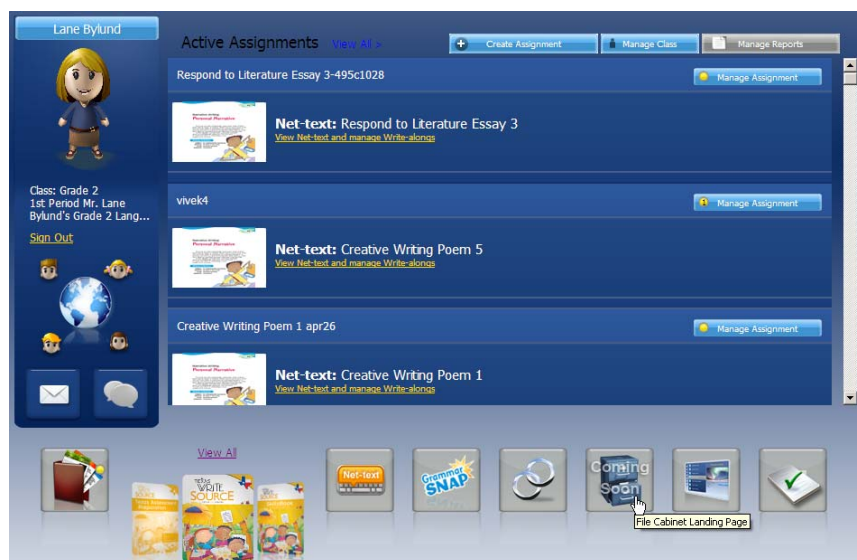


Figure 3-8. The File Cabinet icon

3.12 Launch Interactive Whiteboard Lessons

The *Write Source Online* collection of interactive whiteboard lessons can be launched and browsed from the dashboard.

On the dashboard, click the **Interactive Whiteboard** icon to see the available interactive whiteboard lessons, as shown in Figure 3-9.

See the *Interactive Whiteboard* section of this User Guide for more information on using the interactive whiteboard lessons.



Figure 3-9. The Interactive Whiteboard icon

3.13 Launch Essay Scoring

The Holt McDougal Online Essay Scoring provides access to a series of writing resources, including tips, interactive graphic organizers, model essays, and rubrics. You can launch this writing tool directly from the dashboard.

On the dashboard, click the **Essay Scoring** icon to launch Holt McDougal Online Essay Scoring, as shown in Figure 3-10.

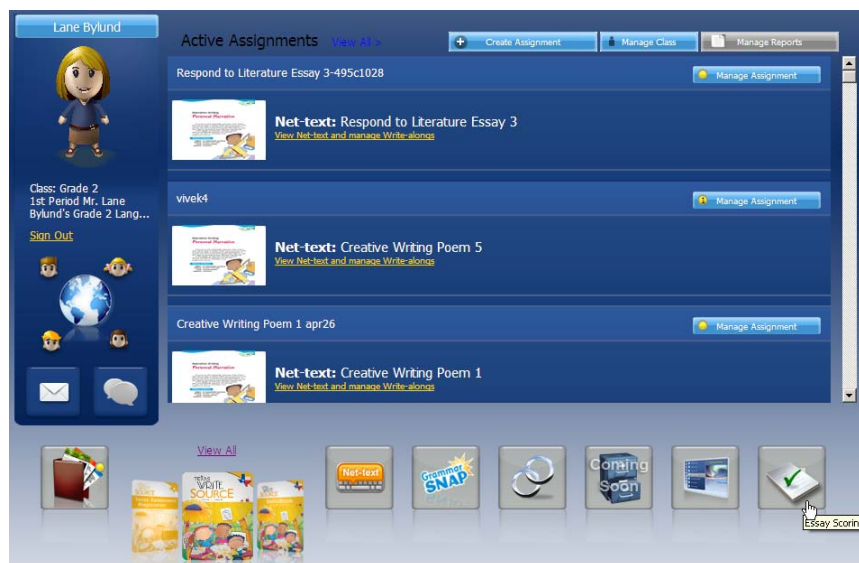


Figure 3-10. The Essay Scoring icon

3.14 Return to Dashboard

Icon-based navigation makes it easy for you to return to the dashboard from any other screen, helping ensure that you never get lost in the *Write Source Online* virtual world.

On any screen of *Write Source Online*, click the **Desktop** icon in the upper left corner to return to the dashboard, as shown in Figure 3-11.

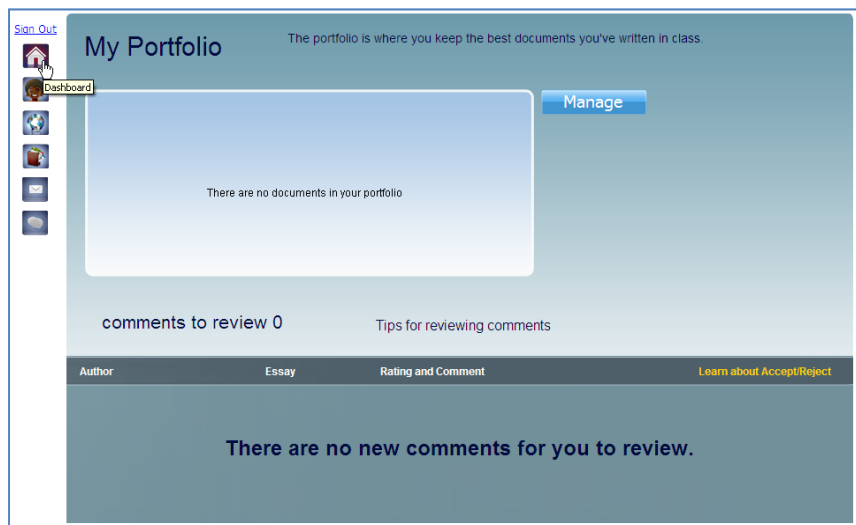


Figure 3-11. The dashboard icon

4. Profile and Preferences

You can customize *Write Source Online* to create a personal learning environment. On the Profile and Preferences screen, you can change the appearance of your personal avatar, develop your Profile by answering personal questions, and launch your Portfolio.

In this section, find out how to:

- Launch your Portfolio.
- Select and customize your Avatar.
- Customize the About Me questions for students.
- Answer the About Me questions.
- Manage your Portfolio.
- Close Profile and Preferences.

4.1 Launch Your Portfolio

To launch your Portfolio, click the **Avatar** icon on the dashboard.

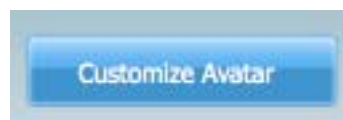
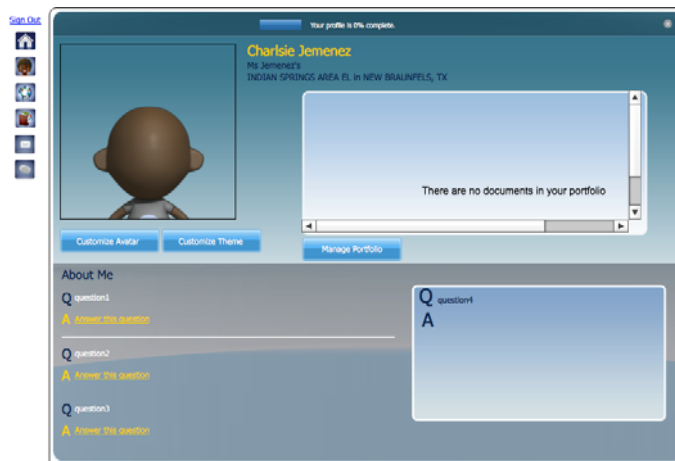


4.2 Select and Customize Your Avatar

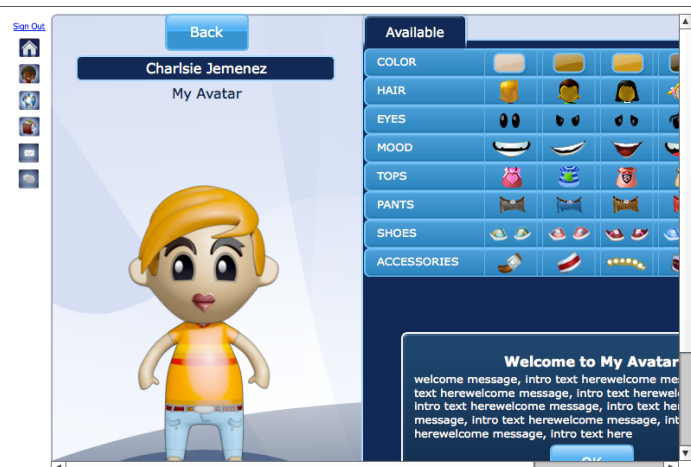
1. Click your **Avatar** in the upper left corner of the teacher or student dashboard to launch the Profile and Preferences screen.



2. To change the appearance of the Avatar, click **Customize Avatar**.



3. On the Avatar page, you can change your Avatar's appearance, or have the site generate a random Avatar for you.



To generate a random Avatar, click the icon under the image of the Avatar. To save the new Avatar as your own, click **Save**.



To customize your Avatar, select physical and clothing options from the menu. Click the attribute you want to change or add, and then make your selection. To see additional choices, use the arrows to scroll through your options.



When you finish customizing your Avatar, click **Save**.

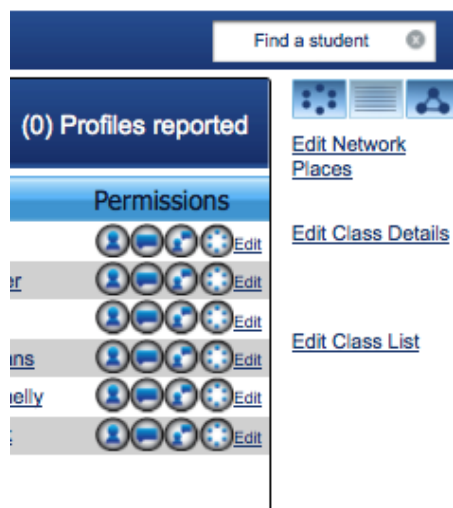



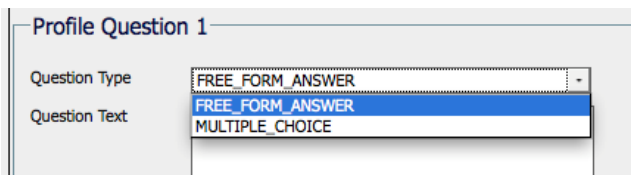
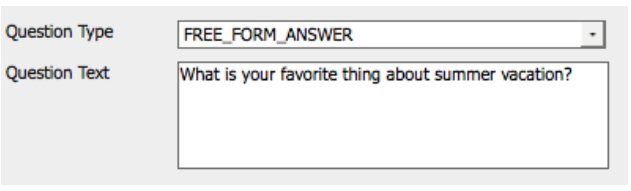
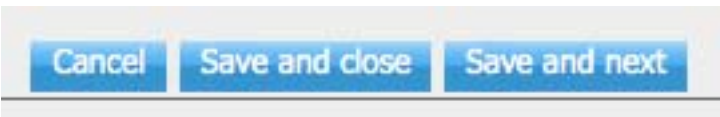
4.3 Customize Profile Questions for Students

1. Click the **My Class** icon on the dashboard.





2. Click **Edit Class Details** on the upper right side of the My Class screen.



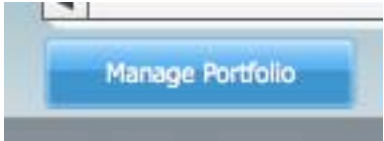
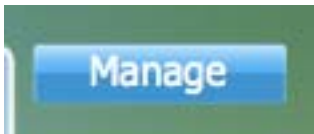
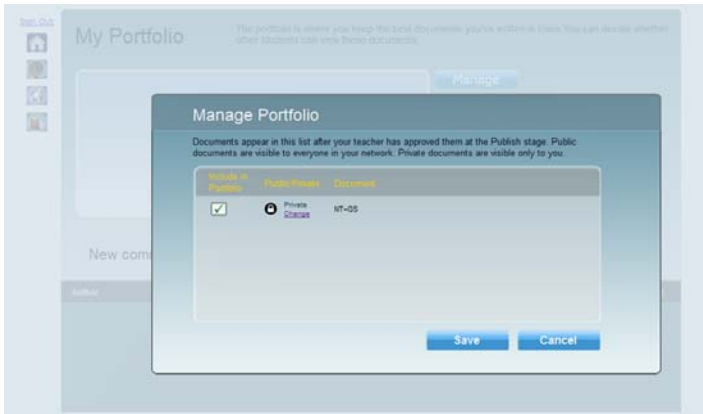
| | |
|--|--|
| 3. Click the Profile Questions tab at the top of the screen. |  |
| 4. Select the question type from the dropdown list. |  |
| 5. Type the question in the question text box. |  |
| 6. When you finish, click Cancel to exit without saving, click Save and Close to save and exit the Class Details screen, or click Save and Next to save and continue. |  |

4.4 Answer Profile Questions

| | |
|--|--|
| 1. To answer the About Me questions, go to the Profile screen. Click Answer this question . |  |
| 2. Type your answer in the text box. 3. Click Save to submit your answer. Click Cancel to exit without saving. |  |

4.5 Manage Your Portfolio

You can launch your Portfolio from the Profile and Preferences screen.

| | |
|--|---|
| 1. Click Manage Portfolio . |  |
| 2. Click Manage . |  |
| 3. Review the documents in your Portfolio. See the <i>Portfolio</i> section of this User Guide for more information about how to make a document public or private, or how to choose which documents are included in your Portfolio. |  |

4.6 Close Profile and Preferences

To close your Profile, click any of the icons on the left of the screen. This brings you to the feature that you have selected. For example, if you click the Home icon, it brings you back to the dashboard.

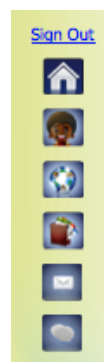


Figure 4-1. Icons left side of screen

5. Bookshelf

From the Bookshelf, you can access the *Write Source* curriculum resources you will need to prepare for teaching classroom and online writing lessons for your students. For you, these resources include both teacher and student editions of the curriculum as well as skills books and other teacher resources. Your students can use their version of the Bookshelf to access student editions. All the *Write Source* resources in the Bookshelf are designed for printing, online reading, or even displaying on an interactive whiteboard for use in the classroom.

In this section, you will find out how to:

1. Open the Bookshelf to view all available *Write Source* teacher and student edition eBooks.
2. Select and open an eBook.
3. Change the zoom percentage and view the eBook in single or two-page spreads.
4. Navigate between pages.
5. Use the table of contents and search feature to locate portions of the eBook.
6. Annotate the eBook by highlighting text and adding electronic sticky notes.
7. Switch to interactive whiteboard mode to position the controls at the end of the screen and support whole class instruction.
8. Toggle the eBook's audio track on and off.
9. Print single or two-page spreads from the eBook.
10. Close the eBook and return to the Bookshelf.
11. Close the Bookshelf.

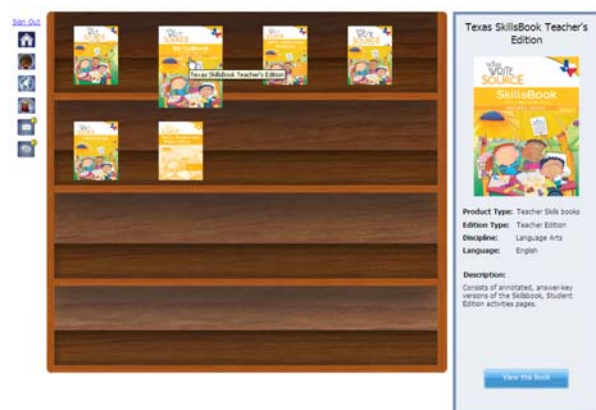
5.1 Open Bookshelf

On the Bookshelf, you can browse all the teacher and student edition *Write Source* curriculum materials that are available for your class.

1. On the teacher dashboard, click the **View All** link above the three *Write Source* textbook icons to launch the Bookshelf.



2. Rest your cursor over any eBook in the Bookshelf to see details about that eBook in the right panel of the screen. You will see the title of the book, product and edition type, discipline, language, and a brief description.



5.2 Open eBook

Opening an eBook displays the eBook in a new window from which you can read, print, or even display it on an interactive whiteboard.

1. On the Bookshelf, hover over an eBook to view its details in the right panel of the screen.
2. Click **View this Book** in the right panel to open the eBook, as shown in Figure 5-1.

Alternatively, you can click a book icon in the Bookshelf to open it without reviewing the details in the right panel of the screen first.

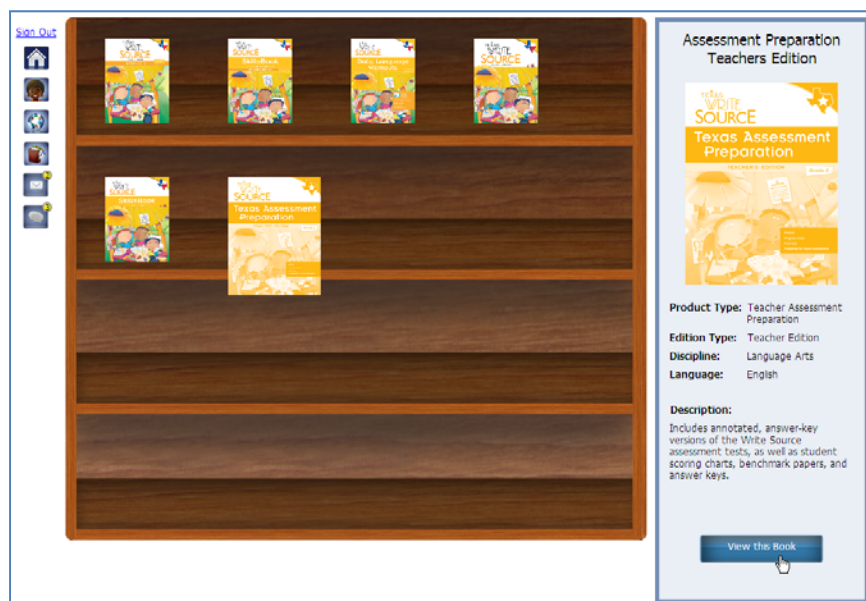




Figure 5-1. An eBook's details displayed in the right panel of the Bookshelf

5.3 Change View of eBook

The *Write Source* eBooks are designed for comfortable online reading. You can alter the zoom percentage to enlarge or make the pages smaller, and you can view the eBook as a series of single pages or in two-page spreads.

On an open eBook, click the **Zoom in**  or **Zoom out**  icon at the top of the screen to enlarge or make pages smaller.

Click the **Single Page View**  or **Two Pages View**  icons at the top of the screen to view the book as single pages or in two-page spreads.

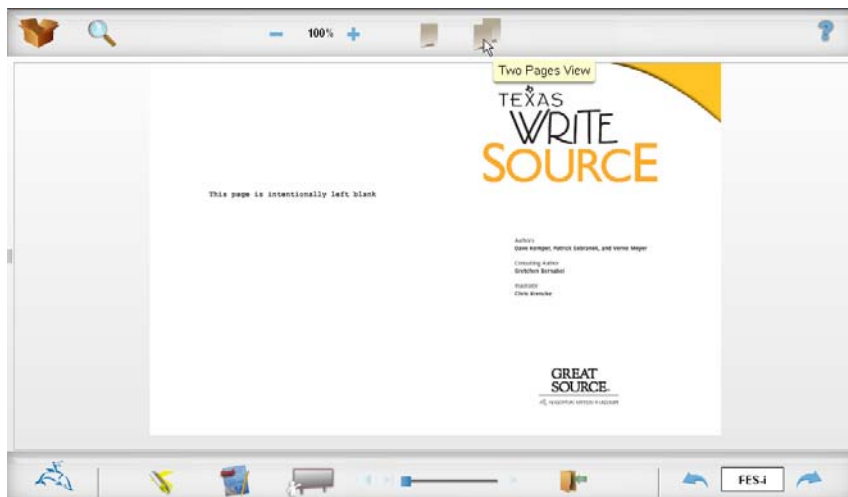


Figure 5-2. An eBook displayed in two-page spreads

5.4 Navigate Between Pages

The controls in the eBook allow you to move forward or backward as you read an eBook.

From an open eBook, click the **Next Page**  or **Previous Page**  icons in the lower right corner of the screen.

If you want to jump to a particular page, enter the page number in the page number text box in the lower right corner of the screen.

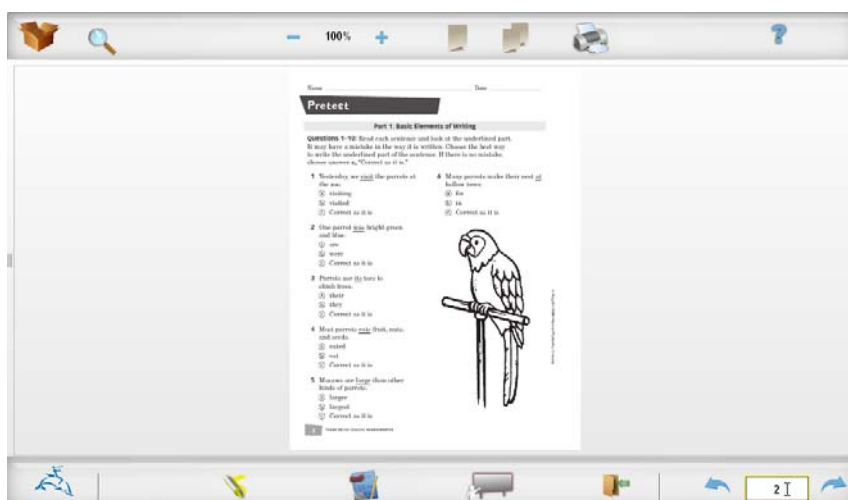


Figure 5-3. eBook screen with the page number box selected

5.5 Use Table of Contents in Bookshelf

To quickly locate and jump to a particular area of an eBook, you can use the book's table of contents.

To access the table of contents of an eBook, click the **Table of Contents** icon in the upper left corner of the eBook screen.



Click any of the page numbers in the Table of Contents itself to jump to those pages in the book.



Figure 5-4. An eBook Table of Contents with hyperlinked page numbers

5.6 Find Information

To find a particular section of an eBook, you can do a keyword search of the page titles in the book.

To access the Search feature, click the **Search** icon at the top of the eBook screen.



In the Search pane that appears on the left side of the eBook screen, type a keyword in the **Search** box, as shown in Figure 5-5.

Select a page title from the list of relevant pages that appears in the Search pane when you type the keyword.

Click **Close** in the upper right corner of the Search pane to close it.

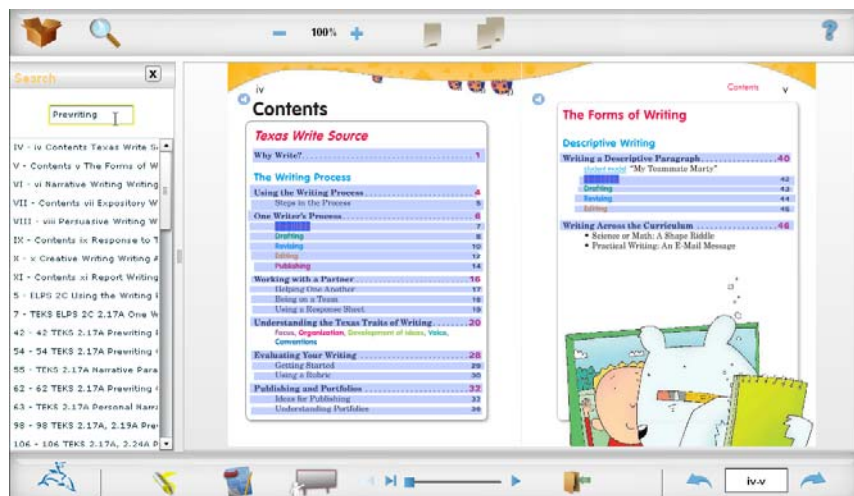



Figure 5-5. The Search pane on the left side of the eBook screen

5.7 Highlight Text in eBook

When you read an eBook online, you can highlight key text to help you find it later.

Click the **Highlight**  icon at the end of the eBook screen.

Hold down the mouse as you drag to highlight text.

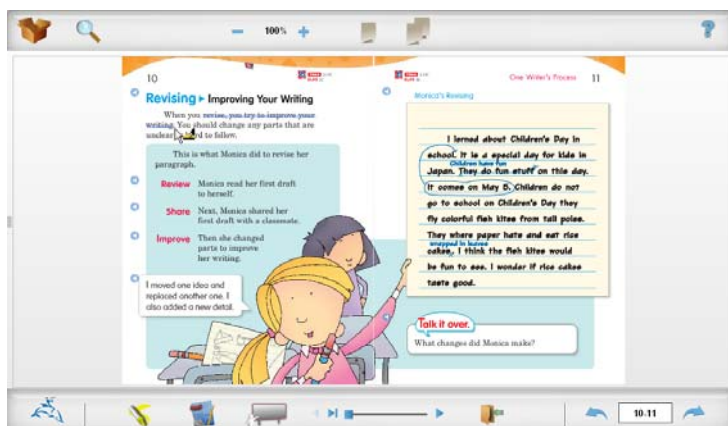



Figure 5-6. The Highlight tool

5.8 Add Notes to Page

While you read an eBook, you can record ideas or questions that you want to remember in electronic sticky notes that you attach to a page.

Click the **Notes**  icon at the end of the eBook screen.

Click the page where you want to place the note and type your sticky note.

Click the green checkmark at the end of the sticky note to attach it to the page.


Note: After you attach it to the page, the sticky note is shown as an  icon on the page. You can hover over this icon to read your note, and you can click the icon to edit your note.



Figure 5-7. An electronic sticky note

5.9 Show eBook on Interactive Whiteboard

By switching to interactive whiteboard mode when reading an eBook, you position the controls at the end of the screen, which optimizes the view for whole-class instruction on an interactive whiteboard.

Click the **Whiteboard** icon at the end of the eBook window to switch to interactive whiteboard mode.



Click the **Whiteboard** icon again to switch back to online reading mode.

5.10 Listen to Audio Narration

Most of the eBooks have an audio recording. You can turn the audio on or off on any section of text in an eBook. This is particularly useful for the following situations:

- Students in lower grades who are learning to read.
- Pronunciation of unfamiliar words for all grades.
- Students who have a reading or visual disability.

To listen to any section of an eBook, click the **Audio** icon next to the text.



To fast forward or rewind the audio, click the slider at the end of the screen.



To turn the audio off, click the **Pause** icon in the audio progress bar in the lower center of the eBook screen.

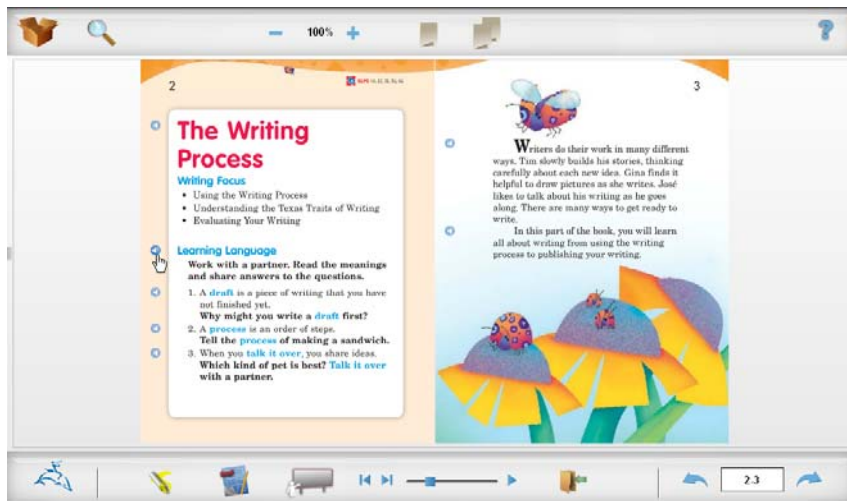




Figure 5-8. An eBook page, showing the audio icons on the left margin, and the volume controls at the end of the screen

5.11 Print Pages from eBook

You can print pages from an eBook as single pages or two-page spreads. NOTE: Some eBooks cannot be printed.

| | |
|--|---|
| 1. Click the Print icon at the top of the eBook screen. |  |
| 2. Click Single Page or Two Page . |  |
| 3. Click Print . | |

5.12 Close eBook

Closing an eBook returns you to the Bookshelf, where you can browse to find another book. Click **Close** on the upper right of your browser.

Note: Because the eBook is displayed in a pop-up over the **Bookshelf**, closing the eBook will return you to the **Bookshelf**.

Close Bookshelf

Unlike the eBook screen, which appears in a pop-up over the *Write Source Online* screen, the Bookshelf appears within the *Write Source Online* screen. To close the Bookshelf, you need to select another feature, such as the dashboard, in *Write Source Online*.

To close the **Bookshelf** and return to the dashboard, click the dashboard icon on the upper left corner.



6. Net-text

Using Net-text, you can preview and choose from a library of interactive writing activities that you can use to build targeted assignments for your students. Net-text activities include readings and prewriting tasks as well as a guided writing project that is structured to support students through each stage of the writing process. You can use Net-text to provide customized sample essays as well as feedback and reviews for your students as they move through an assignment. Students can also review one another's work.

In this section, you will find out how to:

- Launch and view Net-text activities.
- Preview a Net-text activity.
- Launch the Create Assignment wizard from within Net-text to create an assignment containing the Net-text activities you have previewed.
- Create a custom assignment from within Net-text.
- Close Net-text.

6.1 View Net-text Activities

For each grade and in both English and Spanish, Net-text provides a series of writing activities that you can use to build student assignments.

1. Click the **Net-text** icon on the dashboard.



2. Hover over one of the Net-text activity icons to view key details about it. These appear in the right-hand pane. The details include the suggested grade, language, and description, and a list of the assignments in which this activity is already used.



Net-text: Creative Writing Story 2

Grade: 4
Language: English
Description: NetText Application for Houghton Mifflin Harcourt

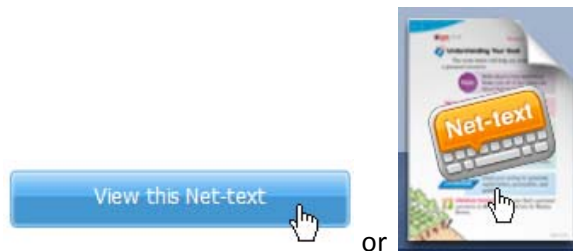
Currently used in:
[Creative Writing Story 2-0bfe4a2a](#)
[Test Story2](#)
[Creative Writing Story 2-3a17a19d](#)
[storywww222](#)
[Create assignment \(with the Net-text\)](#)


[View this Net-text](#)

You can edit your Write-Alongs from here.

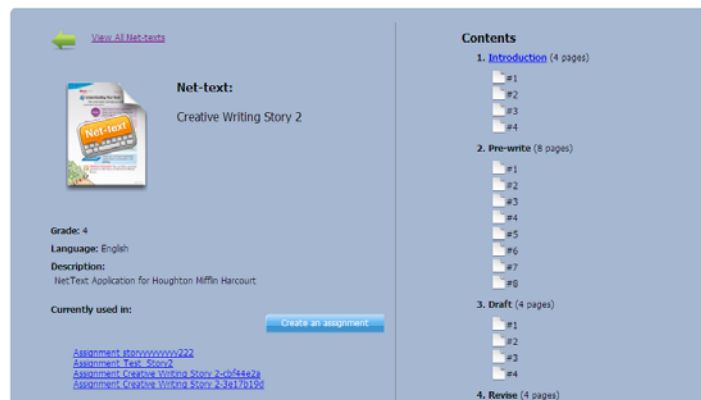
6.2 Preview Net-text Activity

1. Click **View this Net-text** or click the **Net-text activity** icon.




[View this Net-text](#) or 

2. The left-hand pane of the Net-text table of contents screen also shows the activity details. Click one of the linked writing stages in the right-hand pane of the teacher table of contents to preview that section of the activity.



[View All Net-texts](#)

 **Net-text:**
Creative Writing Story 2

Grade: 4
Language: English
Description: NetText Application for Houghton Mifflin Harcourt

Currently used in: [Create an assignment](#)

[Assignment_storywww222](#)
[Assignment_Test_Story2](#)
[Assignment_Creative Writing Story 2-0bfe4a2a](#)
[Assignment_Creative Writing Story 2-3a17a19d](#)

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3. Draft (4 pages)
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4. Review (4 pages)